

Permanent Change Of Station Travel Orders

Overview

Introduction

This section provides the procedures for completing Permanent Change Of Station (PCS) Travel Orders. This guide is for Permanent Duty (PERMDU), Temporary Duty (TEMDU), and inter/intra district transfers of active duty members.

Reference

The following references provide additional information about PCS entitlements and regulations.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 2](#)
-

Airport Terminal

To access Travel Orders they must first be issued by the Assignment Officer and appear on the Airport Terminal. The Airport Terminal provides commands with the ability to view and process arrivals and departures of personnel. Please contact the member's Assignment Officer, CGPC (epm) for active duty enlisted members (including members on EAD), CGPC (opm) for active duty officers (including those on EAD) or the ISC (fot/pf) for reservists if orders need to be issued.

TONO Accounting Data

The Travel Order Number and Accounting Data will already be populated and grayed out. No data entry/changes will be permitted when the Orders Accounting Information is generated off the Airport Terminal.

Topics

The following topics are covered in this section.

Topic	See Page
Completing PCS Travel Orders	2
Approving PCS Travel Orders	7

Permanent Change of Station Travel Orders

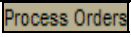
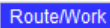
Completing PCS Travel Orders

Introduction

This section provides the procedures for completing and approving a Travel Order. Upon approval, a paper copy can be printed for the member to facilitate PCS needs such as shipment of Personal Property, Assignment or Termination of Housing.

Procedure

Start PeopleSoft, sign-in and follow these steps to access PCS Travel Orders

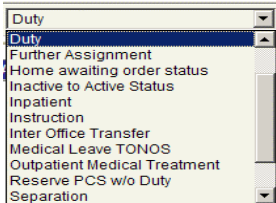


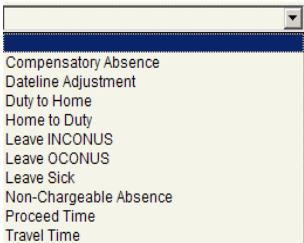


Step	Action																																																		
1	<p>Orders can be access by the menu paths;</p> <p>1. From your Worklist (if your supervisor routed them to you from the Airport Terminal). By selecting menu items in the following order:</p> <p>2. <u>Home</u> > <u>Administer Workforce</u> > <u>Track Global Assignments (GBL)</u> > <u>Use</u> > <u>PCS Orders</u></p> <p>3. <u>Home</u> > <u>Develop Workforce</u> > <u>Plan Careers</u> > Inquire > <u>Arrivals and Departures</u></p> <p>4. The Airport Terminal menu path of - <u>Home</u> > <u>Self Service</u> > <u>Self Service for Commands</u> > <u>Use</u> > <u>Command Information</u> - provides commands with the ability to view and process arrivals and departures of personnel. The Airport Terminal lists orders for all personnel. Detailed instructions for the Airport Terminal can be obtained from the PSC website at: http://cgweb.uscg.mil/g-w/psc/Direct-Access/index.htm</p>																																																		
2	<p>At the Departures listing screen. Click the Process Orders tab. </p> <table><tr><th colspan="2">Gen Info</th><th colspan="2">Department Info</th><th colspan="2">Orders Info</th><th colspan="2">Process Orders</th><th colspan="2">FEED</th></tr><tr><th>Sel</th><th>EMPLID</th><th>Name</th><th></th><th>From</th><th></th><th>To</th><th></th><th></th><th></th></tr><tr><td>1 <input type="checkbox"/></td><td>0000123</td><td>Smith, Micro</td><td>006526</td><td>HRSIC ISD PROCEDURES BR</td><td>004699</td><td>CG RUITOFF BOSTON</td><td></td><td></td><td></td></tr><tr><td>2 <input type="checkbox"/></td><td>0000456</td><td>Suave, Rico</td><td>006526</td><td>HRSIC ISD PROCEDURES BR</td><td>002209</td><td>HRSIC ISD PROCEDURES BR</td><td></td><td></td><td></td></tr><tr><td>3 <input type="checkbox"/></td><td>0000789</td><td>Box, Barbara M.</td><td>006526</td><td>HRSIC ISD PROCEDURES BR</td><td>006530</td><td>HRSIC OSD MIL ACCT SUP BR</td><td></td><td></td><td></td></tr></table>	Gen Info		Department Info		Orders Info		Process Orders		FEED		Sel	EMPLID	Name		From		To				1 <input type="checkbox"/>	0000123	Smith, Micro	006526	HRSIC ISD PROCEDURES BR	004699	CG RUITOFF BOSTON				2 <input type="checkbox"/>	0000456	Suave, Rico	006526	HRSIC ISD PROCEDURES BR	002209	HRSIC ISD PROCEDURES BR				3 <input type="checkbox"/>	0000789	Box, Barbara M.	006526	HRSIC ISD PROCEDURES BR	006530	HRSIC OSD MIL ACCT SUP BR			
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3	<p>Click the Route/Work button of the Employee ID for the Orders you wish to complete.</p> <p> This button can also be used for Supervisors routing work to personnel within the SPO</p>																																																		
NOTE	<p>Status of Orders:</p> <table><tr><th>Status</th><th>Meaning</th></tr><tr><td>Apvd Mtual</td><td>An approved mutual exchange of station.</td></tr><tr><td>Apvd Std</td><td>An approved set of regular orders.</td></tr><tr><td>Apvd Unlat</td><td>An approved order for a unilateral.</td></tr><tr><td>Cancel</td><td>Canceled orders</td></tr><tr><td>Enroute</td><td>Enroute (based on estimated departure date)</td></tr><tr><td>Finished</td><td>The member has departed the old unit and has reported into the new unit (PMIS 8C's have processed).</td></tr><tr><td>Proposed</td><td>Orders in a proposed status</td></tr><tr><td>Ready</td><td>Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel</td></tr><tr><td>X Ord/TONO</td><td>Cancel the orders but keep the TONO active.</td></tr></table>	Status	Meaning	Apvd Mtual	An approved mutual exchange of station.	Apvd Std	An approved set of regular orders.	Apvd Unlat	An approved order for a unilateral.	Cancel	Canceled orders	Enroute	Enroute (based on estimated departure date)	Finished	The member has departed the old unit and has reported into the new unit (PMIS 8C's have processed).	Proposed	Orders in a proposed status	Ready	Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel	X Ord/TONO	Cancel the orders but keep the TONO active.																														
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (cont'd)




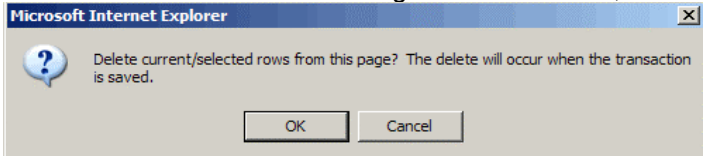

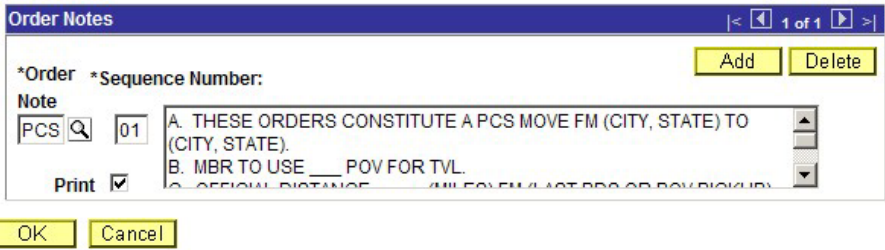
Step	Action						
4	If you began in the Airport Terminal, a new window will open. The path in the window is now the PCS Orders menu.						
5	Click in the Authorizing Official (Name, Rate/Rank) field. Enter the Name and Rate/Rank of the Official signing the Orders: Authorizing Official (Name, Rate/Rank): <input type="text"/>						
6	Nature of Duty Section: For Assignment Officer issued orders this field will already be set. For a Nature of Duty listing, click on the drop down button. Nature Duty 						
7	Scroll down to the Authorized Delay Enroute Section. Click in the Begin Date field <input type="text"/> and enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the \members PCS Departing Worksheet. (The actual dates will be entered upon departing member and reporting member.) To toggle through months and years click 						
8	Click in the End Date field <input type="text"/> and enter a date MMDDYYYY format, OR Click the Choose a date to select a End Date. Click the Choose a date button  to select a Date.						
9	Click the Delay Enroute dropdown button to view and select from the list. Select the type of delay authorized for the date entered. Delay Enroute   Steps 7-9 must be completed for each type of delay, such as Authorized Travel Time, and Authorized Proceed Time. Add a Delay Period by clicking on the Add button.						
10	Scroll down to the Itinerary section and Click the Duty tab  . <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Nature of Duty</td><td>Make a selection from the dropdown menu.</td></tr> <tr> <td>Per Diem</td><td>This button is not Active (nothing happens when clicked) for PCS Orders. Enter Per Diem entitlement in Notes (remarks)</td></tr> </tbody> </table>	Field	Description	Nature of Duty	Make a selection from the dropdown menu.	Per Diem	This button is not Active (nothing happens when clicked) for PCS Orders. Enter Per Diem entitlement in Notes (remarks)
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (cont'd)

Step	Action
11	<p>Select primary mode(s) of travel. When an item(s) is selected, an item in Primary Mode of Transportation must also be selected.</p> <div> <div> Primary Mode of Travel <input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Gov't Owned Conveyance <input type="checkbox"/> Privately Owned Conveyance (POC) <input type="checkbox"/> Gov't Advantageous <input type="checkbox"/> Not to exceed cost of GTR \$ <input type="text"/> </div> <div> Primary Mode of Transportation <input type="radio"/> Air <input type="radio"/> Bus <input type="radio"/> Car <input type="radio"/> Motorcycle <input type="radio"/> Train <input type="radio"/> Vessel </div> </div> <p> Commercial Carrier (own expense subject to reimbursement) is the default setting. Deselect if not the primary mode of travel</p>
	<p>The sections titled Remain Over Night (RON) and Medical Travel apply to TAD travel authorizations..</p>
12	<p>If Other Authorized Expenses are authorized (normally this won't apply to PCS Orders), Select the Magnifying glass in the Search Dialog Box . Enter the Misc Expense code (if already known), or a description to lookup a specific authorization.</p> <p>Click on the Lookup to view a listing of available Authorized Expenses.</p>
13	<p>To add additional authorized expenses, click on the Add button. To remove expenses click on the Delete button. When selecting the delete button, the following window will display, click OK.</p> <div>  </div>
14	<p>Scroll to the bottom and click on the Orders Notes Button Order Notes</p>
15	<p>Select Magnifying glass to obtain Search Dialog Box.  To obtain PCS Order notes, select Lookup or enter PCS in the Description box and select Lookup. Orders generated by CGPC will have pre-filled notes. These notes should not be changed without CGPC approval. To add additional notes click on the Add button.. click on the OK button when complete. OK</p> <p>Note: The order note "PCS" contains standard remarks, applicable to all PCS orders, which may be edited as necessary by the SPO.</p> <div>  </div>
16	<p>Scroll down to the bottom of the page and click the Dependents Auth to Travel button.</p>

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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (cont'd)



Step	Action																																								
17	<p>The field “Dependents Accompanying Member will appear blank.</p> <p>Dependents auth to travel</p> <div> <div> <div>EmplID: 1059524</div> <div>Parks,Donald M.</div> <div>Empl Rcd#: 0</div> <div>Sequence: 164862</div> </div> </div> <div> <div>Dependents Accompanying Member</div> <div>Find View All < 1 of 1 ></div> <table> <tr> <th>ID</th><th>Name</th><th>Relationship</th><th>Birthdate</th><th>Marital Status</th><th>Marital Status Date</th><th>Student</th><th>Student Status Date</th><th></th></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Delete</td></tr> </table> </div> <div> <div>Member's Dependents</div> <div>OK Cancel</div> </div>	ID	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date										Delete																						
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18	<p>Click the Member's Dependents button. Member's Dependents. You will see a listing of Dependents for the member. ”</p> <div> <div>Member Dependents</div> <div>Find View All First 1-4 of 4 Last</div> <table> <tr> <th>Selected</th><th>Name</th><th>Relationship</th><th>Birthdate</th><th>Marital Status</th><th>Marital Status Date</th><th>Student</th><th>Student Status Date</th></tr> <tr> <td><input type="checkbox"/></td><td>Fish, Wanda C.</td><td>Spouse</td><td>6/10/1964</td><td>Married</td><td></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>Fish, Jezzica L.</td><td>Daughter</td><td>07/14/1986</td><td></td><td></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>Fish, Macro L.</td><td>Daughter</td><td>10/14/1988</td><td>Single</td><td></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>Fish, Scale R.</td><td>Daughter</td><td>03/17/1992</td><td>Single</td><td></td><td></td><td></td></tr> </table> <div> <div>OK</div> <div>Cancel</div> </div> <div> <div> <div>i</div> <div>Dependents must be already in direct access as dependents to appear on this screen. Dependents not appearing on this screen must first be added in Direct Access. BAH eligible dependents are defined in Chapter 3-F of the Coast Guard Pay Manual, COMDTINST M7220.29(series).</div> </div> </div> </div>	Selected	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date	<input type="checkbox"/>	Fish, Wanda C.	Spouse	6/10/1964	Married				<input type="checkbox"/>	Fish, Jezzica L.	Daughter	07/14/1986					<input type="checkbox"/>	Fish, Macro L.	Daughter	10/14/1988	Single				<input type="checkbox"/>	Fish, Scale R.	Daughter	03/17/1992	Single			
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (cont'd)

Step	Action																											
19	<p>To Select members authorized to travel on the Travel Orders, click the Selected option. <input type="checkbox"/> . Once selected, a check mark will appear next to the Dependents Name. <input checked="" type="checkbox"/> . Click the Ok button.</p> <p><input type="button" value="OK"/></p>																											
20	<p>The Dependent selected now appears on the Dependents auth to travel screen as below. Click the Ok button.</p> <p><input type="button" value="OK"/></p> <p>Dependents auth to travel</p> <div><div>EmplID: 1234567FISH, MICRO D.Empl Rcd#: 0Sequence: 164862</div><table><tr><th colspan="7">Dependents Accompanying Member</th><th>Find View All</th><th>< 1 of 1 ></th></tr><tr><th>ID</th><th>Name</th><th>Relationship</th><th>Birthdate</th><th>Marital Status</th><th>Marital Status Date</th><th>Student</th><th>Student Status Date</th><th></th></tr><tr><td>01</td><td>FISH, WANDA C.</td><td>SPOUSE</td><td>6/10/1964</td><td>MARRIED</td><td>9/10/1993</td><td></td><td></td><td><input type="button" value="Delete"/></td></tr></table><div><input type="button" value="Member's Dependents"/></div><div><input type="button" value="OK"/><input type="button" value="Cancel"/></div></div>	Dependents Accompanying Member							Find View All	< 1 of 1 >	ID	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date		01	FISH, WANDA C.	SPOUSE	6/10/1964	MARRIED	9/10/1993			<input type="button" value="Delete"/>
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21	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>																											
22	<p>Scroll down to and Click the Route For Approval button.</p> <p><input type="button" value="Route For Approval"/></p>																											
23	<p>Only a CGHRSUP (SPO Supervisor) can approve these orders. Enter the Employee ID of the Supervisor who will be approving these orders in the Route to field. Enter</p> <p> You can also click on the  button to look up the Approvers Employee ID</p>																											

Permanent Change of Station Travel Orders

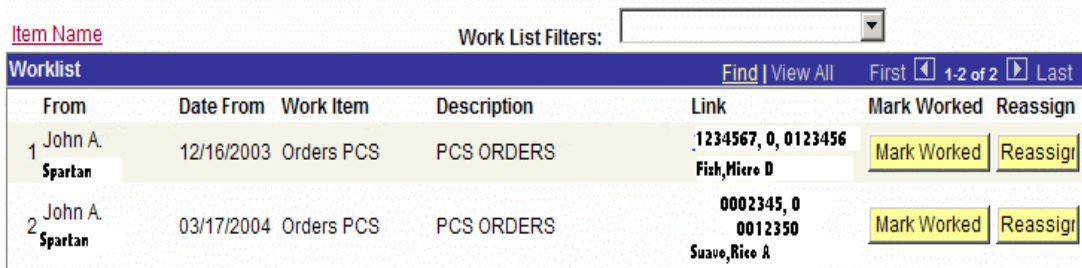
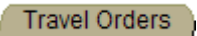
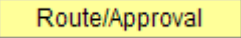
Approving PCS Travel Orders

Introduction

This section provides the procedure for approving the PCS Travel Orders. Approval Authority is designated to SPO Supervisors with the Direct Access Role of HRSUP. Command Users must route Travel Orders through their Servicing Personnel Office for Approval.

Procedure

Follow the steps in one of the menu paths below to access the Worklist.



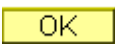
Step	Action
Menu Path	The Approver must access the orders through their Worklist, using the menu paths Home > Self Service > Employee > View > View My Worklist Home > Self Service > Manager > View > View My Worklist Home > People Tools > Worklist > Use > Worklist
1	Locate the PCS Orders to work in the "Link" column, then click on the Employee.  <p>The screenshot shows a 'Worklist' table with columns: From, Date From, Work Item, Description, Link, Mark Worked, and Reassign. There are two rows of data for John A. Spartan. The first row has a date of 12/16/2003 and a link '1234567, 0, 0123456'. The second row has a date of 03/17/2004 and a link '0002345, 0 0012350'. Both rows have 'Mark Worked' and 'Reassign' buttons.</p>
2	Click on the Travel Orders Tab  . Verify all PCS information is correct. Then click on the  button located at the bottom of the screen.

Continued on next page

Permanent Change of Station Travel Orders

Approving PCS Travel Orders, Continued

Procedure (cont'd)

Step	Action
3	<p>Once in the PCS Routing & Travel Approval screen, Supervisors must decide which action from the Approval Status button to take. The Selections are:</p> <ul style="list-style-type: none">• Approve – select to approve• Denied – Select to deny (disapprove) the Orders. If desired, a text box is available to advise why the orders are being denied.• Pending - This used when orders need further information., You may return and complete the transaction at a later date. – <p>PCS Routing & Travel Approval</p> <div><p>EmplID: 0012345 Fitch, Micro F.</p><p>Approval Information</p><p>Approval Status: Pending</p><p>Originator ID:</p><p>Route to: 12345678  Spartan, John A.</p><p>Comments: This is where the Supervisor can relate comments back to the Servicing Personnel Office Yeoman. i.e., Where is the Departing Checklist and SOI for Obliserv?</p></div> <p> If the Approver selects Denied, or Pending, the orders can be rerouted to a specific user by entering the Employee Id in the "Route to: block. When an employee id is entered in the route to block the transaction will appear on their Worklist.</p>
3	Click on 

The PCS Departing Endorsement must be completed next. The endorsement cannot be completed more than 14 days before the member actually departs. Please read the PCS Departing Endorsement instructions in the Direct-Access Online Manual (http://cgweb.uscg.mil/g-w/psc/Direct-Access/pcs/pcs_departing_endorsement.htm) for more information.